

STEPS FOR PROCESSING MAIL IN ID CARD RENEWALS & DEERS UPDATES FOR ELIGIBLE MEMBERS  
RESIDING IN THE PHILIPPINES

The sponsor must complete and mail in the following to apply for ID Card Renewal or DEERS updates for themselves and their dependents:

1. Complete the DD Form 1172 or provide similar Information via letter format as indicated below. This must be signed and notarized.
2. Enclose an 8x10 or 5x7 portrait type photograph of the individual needing the ID Card. Only one person per photograph.
3. Sponsor must provide supporting documentation such as Marriage Certificates, Birth Certificates, Death Certificates, Divorce Decrees, etc. depending on the situation. For a complete list of items for each situation reference Air Force Instruction 36-3026\_IP, paragraph [11.12 on page 107](#). For a list of acceptable forms of identification refer to Air Force Instruction 36-3026\_IP attachments [5](#) and [20](#).
4. Mail completed application via certified mail to:

Naval Reserve Personnel Center (NRPC),  
5722 Integrity Drive, Building 239,  
Millington TN 38054

DD Form 1172 may be downloaded by following this link: [http://dcp.psc.gov/PDF\\_docs%5Cdd1172.pdf](http://dcp.psc.gov/PDF_docs%5Cdd1172.pdf)

Steps for completing the DD Form 1172 are as follows:

Section I-SPONSOR INFORMATION

1. Sponsor' name
2. Sponsor's sex
3. Sponsor's SSN
4. Sponsor's Status (Retired, Active, Reserve)
5. Sponsor's Branch of Service
6. Sponsor's Pay Grade
7. Sponsor's Rank
8. N/A
9. Type of card issues (Retiree, Active, Reserve)
10. Sponsor's ID Number
11. N/A
12. N/A
13. FPO Address or Philippine Mailing Address
14. Mailing Address continued
15. FPO or Philippine City
16. AP or Leave Blank for Philippine Addresses
17. FPO Zip or Philippine Zip

18. USA for FPO Addresses and RP for Philippine Addresses
19. Leave Blank unless Sponsor is on Active Duty and you know his/her Unit UIC
20. Sponsor's home Telephone Number
21. Sponsor's Date of Birth
22. Sponsor's Blood Type if known
23. Sponsor's Eye Color
24. Sponsor's Hair Color
25. Sponsor's Height
26. Sponsor's Weight
27. If Sponsor is eligible or paying for Medicare, indicate which parts (A, B, C, D)
28. Current Marital Status (Married, Divorced, Single)
29. Leave Blank
30. Sponsor's ID Card Expiration Date
31. Leave blank
32. Only Complete if reporting Death of Sponsor.

## Section II-DEPENDENT INFORMATION

33. Name of dependent requiring ID Card renewal
34. Dependent's Sex
35. Dependent's relationship (Spouse, Son, Daughter)
36. Dependent's SSN
37. Dependent's ID number if they have one
38. Leave blank
39. Leave Blank
40. Dependents Current Mailing Address See steps 13-20 above
41. Mailing Address continued
42. FPO or Philippine City
43. AP or Leave Blank for Philippine Addresses
44. FPO Zip or Philippine Zip
45. USA for FPO Addresses and RP for Philippine Addresses
46. Dependent's home Telephone Number
47. Dependent's Date of Birth
48. Leave blank
49. Leave Blank
50. Indicate if Child is Incapacitated
51. If dependent receives Medicare, Indicate which parts (A,B,C, D)
52. Dependent's Eye Color
53. Dependent's Hair Color
54. Dependent's Height
55. Dependent's Weight

56. Current Marital Status (Married, Divorced, Single) Married Children are not eligible for an ID Card
57. Leave Blank
58. Dependent's ID Card Expiration Date
59. Leave blank
60. End Eligibility Reason (Divorce, Dis-enrolled from College, Got Married, Joined the Military)
61. Name of second dependent requiring ID Card renewal
62. Dependent's Sex
63. Dependent's relationship (Spouse, Son, Daughter)
64. Dependent's SSN
65. Dependent's ID number if they have one
66. Leave blank
67. Leave Blank
68. Dependents Current Mailing Address See steps 13-20 above
69. Mailing Address continued
70. FPO or Philippine City
71. AP or Leave Blank for Philippine Addresses
72. FPO Zip or Philippine Zip
73. USA for FPO Addresses and RP for Philippine Addresses
74. Dependent's home Telephone Number
75. Dependent's Date of Birth
76. Leave blank
77. Leave Blank
78. Indicate if Child is Incapacitated
79. If dependent receives Medicare, Indicate which parts (A,B,C, D)
80. Dependent's Eye Color
81. Dependent's Hair Color
82. Dependent's Height
83. Dependent's Weight
84. Current Marital Status (Married, Divorced, Single) Married Children are not eligible for an ID Card
85. Leave Blank
86. Dependent's ID Card Expiration Date
87. Leave blank
88. End Eligibility Reason (Divorce, Dis-enrolled from College, Got Married, Joined the Military)

#### SECTION III-SPONSORS DECLARATION

89. A notary must verify the sponsor's and applicant's signature on a written statement concerning his or her identity. Instances of medical impairment, a statement from an attending physician is acceptable. Notary affixes seal or stamp.
90. Sponsor Signs in front of the Notary.

91. Date of application

SECTIONS V & VI-DEERS OFFICE USE

92. – 109. for DEERS OFFICE USE

110. Signature of person receiving the ID Card

111. Date Signed Block 110.